

## CHAPTER 155 CHILD ABUSE PREVENTION PROGRAM

[Prior to 7/1/83, Social Services[770] Ch 146]  
[Previously appeared as Ch 146—renumbered IAB 2/29/84]  
[Prior to 2/11/87, Human Services[498]]

### **441—155.1(235A) Definitions.**

“*Advisory council*” or “*council*” means the child abuse prevention program advisory council created by 1982 Iowa Acts, chapter 1259.

“*Child abuse prevention program*” or “*program*” means that program established by 1982 Iowa Acts, chapter 1259. Use of either term in the context of this chapter refers to the program as a whole rather than individual projects funded under the program.

“*Commissioner*” means the commissioner of the department of human services.

“*Community based volunteer coalition or council*” or “*community council*” means that group of persons who, by consensus of a community’s human service providers, represent that community’s interests in the area of prevention of child abuse and neglect and who serve in the representational capacity without compensation. The consensus of the community’s human service providers may be demonstrated through letters of support or similar documentation.

“*Contractor*” means the single agency or organization with which the department contracts for administration of the child abuse prevention program funds.

“*Department*” means the Iowa department of human services.

“*Fiscal year*” means the 12-month period for which child abuse prevention program funds are appropriated.

“*Grantees*” or “*projects*” are terms used in this chapter to refer to the individual projects funded under the child abuse prevention program as approved by the advisory council.

**441—155.2(235A) Child abuse prevention program administration.** In any year in which the legislature appropriates funds for the child abuse prevention program, the department shall contract with a single agency or organization to administer the appropriated funds and to study and evaluate community based prevention projects and educational programs for the problems of families and children in accordance with the provisions of 1982 Iowa Acts, chapter 1259, and of these rules. Any grants, gifts or bequests to the department which are specifically designated by their source for use in the child abuse prevention program shall be administered in the same manner as funds appropriated for use in the program.

**155.2(1)** Eligibility for the program administration contract is limited to nonprofit statewide agencies or organizations which make maximum use of voluntary administrative services.

**155.2(2)** Agencies or organizations wishing to apply for the program administration contract shall submit a proposal to the department two months prior to the commencement of the fiscal year. Contract proposals shall contain the following information:

*a.* A description of the organization or agency requesting the contract including a table of organization and articles of incorporation and a description of other services provided by the organization or agency.

*b.* A list of the amount and source of current funding and other funding applied for, including the current status of the applications, and the fiscal year budget, for the agency or organization.

*c.* A description of the proposed plan for administration of the program including:

(1) An action plan which details the use of paid and volunteer staff.

(2) A fiscal year budget showing proposed use of child abuse prevention program funds.

- (3) A timetable for implementing the program.
- (4) A description of the method to be used to determine whether the goals of the program, as defined by these rules, are being met.
- (5) A description of methods to be used to evaluate the success of prevention projects.
- (6) A description of proposed methods of coordinating the child abuse prevention program with services of other existing agencies and organizations.
- d.* Letters of support, especially from relevant professionals.

**155.2(3)** The commissioner or the commissioner's designee shall rank all proposals submitted for the program administration contract based upon the three factors listed below in this subrule. The contract shall be awarded to the agency or organization whose proposal receives the highest total ranking when the rankings for all three factors are added together. The factors which shall be considered in selecting the contractor are:

- a.* The general structure of the applicant agency or organization including but not limited to how well the program goals as established by the advisory council can be met, the stability of the applicant, the overall quality in comparison to other proposals offered.
- b.* The plan for using the funds and the ability of the applicant to administer the program.
- c.* The ability of the department to coordinate with other existing services.

**155.2(4)** The department shall execute a contract with the contractor for the amount of funds to be used by the contractor for program administration. The contract period shall not extend beyond the fiscal year for which the funds were appropriated. Contractor expenditures will be reimbursed monthly by the state following submission of a Voucher 1 which details expenditures. The contractor shall submit with the Voucher 1 receipts for all expenditures other than salary expenses.

**155.2(5)** The contractor shall keep statistical records of services provided, clients served, grants awarded, funds expended, and any other records required by the department as specified in the contract.

**155.2(6)** The contractor shall supply the department with quarterly progress reports that include but are not limited to the following information:

- a.* Grants awarded, funds expended, and progress of projects.
- b.* A compilation of the status of activities shown in the timetable for implementing the program.
- c.* Reasons for any delay in completion of planned activities.
- d.* Specific action plan for the following quarter.
- e.* A compilation of statistical records that the contractor is required to keep by subrule 155.2(5).
- f.* Any general comments on the progress of the program.

**155.2(7)** With the assistance of the advisory council, the department shall evaluate the contractor's program administration at least two months prior to the end of the contract year to determine how well the goals of the program are being met.

**155.2(8)** The contractor may terminate the contract at any time during the contract period by giving 30 days' notice to the department. The department may terminate the contract upon 10 days' notice when the contractor fails to comply with the contract stipulations, standards, or conditions. The department may terminate the contract at any time during the contract period by giving 30 days' notice to the contractor.

**441—155.3(235A) Project eligibility.** In any year in which the department contracts with an agency or organization for the administration of child abuse prevention program funds, the contractor shall award the amount of funds specified in the contract for the purposes of matching federal funds to purchase services relating to community based programs for the prevention of child abuse and neglect and of funding the establishment or expansion of community based prevention projects or educational programs for the prevention of child abuse and neglect. Funds for the program or projects shall be applied for and received by community based volunteer coalition or councils.

**441—155.4(235A) Proposals.** The contractor shall widely disseminate a request for project proposals which fully describes the child abuse prevention program and procedures for applying for program funds. Community councils wishing to apply for funding shall submit a project proposal to the contractor within 30 days of the date of the request for proposals. Project proposals shall contain the following information:

**155.4(1)** A brief narrative describing the community council requesting funding.

**155.4(2)** A brief description of other services provided by the community council.

**155.4(3)** A statement of the unmet needs to be addressed by the services, including supporting statistics when available.

**155.4(4)** A description of the prevention services for which funding is being requested which includes but is not limited to the following:

*a.* The target population to be served.

*b.* Any service eligibility requirements which will be established by the council.

*c.* The anticipated source of referrals for the services.

*d.* The anticipated number of clients to be served.

*e.* A statement of the anticipated measurable outcomes of the service provision and the means of determining these outcomes.

*f.* Job descriptions and requirements for any new positions.

**155.4(5)** The proposal fiscal year budget for the services, other sources of income, plans for future funding of the service, including written commitments when possible, and any anticipated request for funding beyond the first year.

**155.4(6)** The applicant's statement of cooperation and coordination with existing service programs to avoid duplications and share resources. Similar statements from the existing service programs.

**155.4(7)** Letters of local support, especially from relevant professionals.

**441—155.5(235A) Selection of project proposals.**

**155.5(1)** All proposals for funding shall be reviewed by the contractor who shall make recommendations to the advisory council on project selection.

**155.5(2)** The advisory council shall make the final decision with respect to the approval of project grants.

**155.5(3)** The following factors will be considered in the contractor's recommendations and in the selection of proposals:

*a.* The demonstrated need for the service in the geographical area served.

*b.* The community support demonstrated and the cooperation and coordination with existing agencies.

- c. The efforts of the project to secure other funding.
- d. The general project structure including but not limited to, how well goals can be met, how realistic the objectives are, the administration of funds, stability of the organization, the overall quality in comparison to other proposals and services offered.
- e. The plan for using the funds. The funds may be used only for purposes set forth in 441—155.3(235A).

**155.5(4)** The applicant may be requested to modify the proposal through the contracting process.

**441—155.6(235A) Project contracts.** The contractor shall execute a contract with each grantee for the amount of funds awarded to each project. The total amount of funds awarded shall not exceed the amount appropriated for the program less the administrative costs of the contractor. The contract period shall not extend beyond the fiscal year for which the funds were appropriated. The grantee shall submit a Voucher 1 to the contractor by the fifteenth day of the month following the month in which grantee expenses have been incurred. On the Voucher 1, the grantee shall enter the total monthly expenditures for each approved line item established in the project contract. With the Voucher 1 the grantee shall submit receipts for all expenses other than salary expenses. The contractor shall approve reimbursement of all expenses appropriately incurred by the grantee pursuant to the grantee's contract. Approved expenditures of the grantee will be reimbursed by the state monthly.

**441—155.7(235A) Project records.** Grantees shall keep statistical records of services provided and any other records as required by the contractor and specified in the project contract.

**441—155.8(235A) Quarterly project progress reports.** All grantees shall supply the contractor with quarterly progress reports that include but are not limited to the following information.

**155.8(1)** The grant dollars expended as they relate to each line item in the budget.

**155.8(2)** A list of activities completed on schedule.

**155.8(3)** Any activities not completed on schedule and the reason for the delay.

**155.8(4)** The number of clients served and the services provided.

**155.8(5)** The major goals for the next quarter.

**155.8(6)** Any general comments on the progress of the project.

**441—155.9(235A) Evaluation.** The contractor and department shall evaluate the grantee's project at least once per year at least two months prior to the end of the contract year to determine how well the purposes and goals of the project are being met. Funds are to be spent to meet project goals as provided in the contract.

**441—155.10(235A) Termination.** The project contract may be terminated by the grantee at any time during the contract period by giving 30 days' notice to the contractor. The contractor may terminate a project contract upon 10 days' notice when the grantee or any of its subcontractors fails to comply with the grant award stipulations, standards, or conditions. Within 45 days of the termination, the grantee shall supply the contractor with a financial statement detailing all costs up to the effective date of the termination.

**441—155.11(235A) Advisory council.** The advisory council shall establish specific program goals each fiscal year in which program funds are appropriated. The department shall consult with the advisory council in evaluating the contractor's program administration. The contractor shall obtain approval of the advisory council, pursuant to 441—155.5(235A) prior to awarding project grants. The contractor shall consult with the advisory council in evaluating the effectiveness of funded projects in meeting project goals.

**155.11(1)** The advisory council shall report at least once each fiscal year to the council on human services as to the operation of the child abuse prevention program. The report shall include all pertinent information regarding the effectiveness of the program projects, the competence of program administration and any recommendations regarding changes in administrative rules governing the program.

**155.11(2)** Reserved.

These rules are intended to implement Iowa Code chapter 235A.

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